



VHS to Digital Conversion Policy

The Brimfield Public Library District offers its patrons the service of transferring the contents of analog VHS cassettes to digital formats (via DVDs or other portable media). This service is intended to help preserve home movies or special occasion recordings for posterity.

Conversion Procedure

- Conversion is available on a first-come, first-served basis and is coordinated by the Brimfield Public Library staff.
- Before leaving VHS tape(s) with library staff, patrons must first fill out a Video Conversion Agreement Form
- Staff will make a good faith effort to convert VHS tapes in a timely manner. However, the amount of time needed to complete conversion(s) may be impacted by staffing levels, other required duties, the number of cassettes being converted, etc. No guarantee of time to completion will be given.
- Once notified of completion, patrons must pick up their materials within 30 days unless an extension is arranged. Any materials that are not picked up within the allotted time frame may be disposed of by the Library.
- Payment for digital media is required at time of pick up.
 - DVDs cost \$1 per DVD
 - USB Flash Drives cost \$5 per USB

Privacy

The Brimfield Public Library does not guarantee complete patron privacy during the VHS to digital conversion process as it takes place in a public space. The Library will not share patron video conversion history with any outside third party, unless required to do so by law or court order (See Confidentiality Policy).

Liability

Staff will take great care during the conversion process, but will not be held responsible for any errors which occur during the use of the equipment, including but not limited to:

- Errors in the conversion to digital files.
- Errors pertaining to the quality of the cassette.
- Errors pertaining to the conversion equipment or software.
- Damage, of any type, to the original cassette tape(s) or media to which digital files are transferred.

In addition, the Brimfield Public Library District will not be liable for copyright infringement or any other violation of the law related to video conversion performed on the patron's behalf. By signing the Video Conversion Agreement, the patron is representing to the staff member and the Library that the patron has the legal right to perform the conversion.

Restrictions

The Library’s conversion service may only be used for lawful purposes. Content that will not converted includes, but is not limited to, content or materials that:

- Are prohibited by local, state, or federal law.
- Are in violation of another’s intellectual property rights, for example items that are subject to copyright, patent, or trademark protection.
- Are unsafe, harmful, dangerous, or which pose a threat to the well-being of others.

The Brimfield Public Library reserves the right to refuse to convert any material.

Video Conversion Agreement Form

I acknowledge that I have read and understood the terms of the VHS to Digital Conversion Policy. I further verify that I have the legal right to convert the submitted analog VHS tape(s) to a digital format.

Print Name

Signature

Date

Contact and VHS Information

Phone Number

Email Address

Number of VHS Tapes
to be Converted

Number of Copies
of each VHS Tape

Number DVD’s
(\$1 Each)

Number of USB’s
(\$5 Each)

Total Cost: _____